



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY CADET COMMAND**  
**FORT MONROE, VIRGINIA 23651-5000**

DEC 16 2005

ATCC-PA-M

MEMORANDUM FOR All Personnel Assigned or Attached to U.S. Army  
Cadet Command (USACC)

SUBJECT: Policy Memorandum 9 - Serious Incident Reports (SIRs)

**1. References:**

- a. Army Regulation 190-40, Serious Incident Report,  
30 November 1993.
- b. TRADOC Regulation 1-8, TRADOC Operations Reporting,  
13 November 2001.

**2. Purpose:**

- a. To establish formal SIR notification procedures. All  
previous editions are obsolete.
- b. This memorandum does not eliminate the requirement to  
submit serious incident reports in accordance with AR 190-40 or  
the submission of other reports, such as aviation accident  
reports, which are submitted through separate reporting  
channels. Parallel reports are often required due to separate  
reporting channels.

**3. Scope.** Provisions of this memorandum apply to personnel  
assigned or attached to Cadet Command, including Junior ROTC  
cadre.

**4.** Incidents that qualify as serious incidents are listed at  
Enclosure 1. Region Commanders will immediately call Commander,  
U.S. Army Cadet Command (USACC) as annotated in Enclosure 1  
followed by submission of the SIR via e-mail message through the  
chain of command within 12 hours, using format at Enclosure 2.  
Regions will submit SIRs on all other incidents within 24 hours.

- a. All incidents of domestic violence, child abuse, child  
neglect, etc., are reportable under AR 608-18, The Army Family  
Advocacy Program. These reports must be reported on USACC Form  
222, Cadet Command Family Advocacy Program - Spouse/Child Intake  
Form, within 24 hours to USACC Well Being Office. If any of the  
above incidents result in an arrest or charges being filed, it  
must be reported through the SIR process in addition to the  
USACC Form 222.